

THE CURRICULUM VITAE



PERMANENT ADDRESS

RAPHAEL FREDERICK NORONHA

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POST APPLIED : SITE ADMINISTRATOR/CAMP BOSS /MANPOWER CO-ORDINATOR

**PROJECT ADMIN COORDINATOR/ TIMEKEEPING MANAGEMENT/ ONSHORE-OFFSHORE MEDICAL ADMINISTRATOR
AS PER UAE RULE/ LOGISTIC & TRANSPORT CO-ORDINATOR/ HYGIENE & HOUSEKEEPING SUPERVISOR/
MOBILISATION DEMOBILISATION MANPOWER / SUPPORT SERVICES/ SECURITY SUPERVISOR**

GULF EXPERIENCE---*In Oil & Gas Gulf Shutdown , Turnaround Gas Recycling Plant,Petrochemical Plant, Petroleum Plant. TAKREER-RUWAIS MAJOR SHUTDOWN HYDROCRACKER, HYDROSKIMMER, GREEN DIESEL TURNAROUND 2016 & ADGAS-TA 2016 TRAIN 02, BOILERS 3 & 4 OAG TRAIN 01 & COMMONS TURNAROUND DAS ISLAND. QATAR PETROLEUM NGL-1, NGL-2,QAPCO, QATAR GAS, ARAB D3 DUKAN, ADNOC- DAS ISLAND TRAIN-3 LNG SHUTDOWN-MARCH-2018 TO JUNE 2018.. (ONSHORE-OFFSHORE TA)*

PROJECT. *Construction of Crude Oil Storage Tanks GC-27,GC-28, Power Plant/Cross Country Pipelines Kuwait Oil Company, Civil Construction M.E.P, DUBAI..ABM GROUP.. BILT MIDDLE EAST DOOSAN BABCOCK, ABU DHABI, Successfully Passed Client interviews for Designation Administrator Supervisor, Camp Boss in year 2017,2018..., VENTURE GULF ENGINEERING QATAR, Worked for Short Term as PROJECT-ADMIN COORDINATOR..Oct 2019. ISCCO Abu Dhabi..Interviewed for Takreer Turnaround 2020 on Telephonic, in 2nd week February 2020*

INDIAN EXPERIENCE---*Electronic Industry, Cast Iron Casting Foundry, Civil Construction, Pest Control Industry, Industrial Security Services (Designation... General Administrator, Accounts Clerk Taxation, Hygiene &Housekeeping Supervisor, Security Admin. Officer)*

FULL NAME : NORONHA RAPHAEL FREDERICK

NATIONALITY : INDIAN

DATE OF BIRTH : 28TH APRIL, 1971

GULF/INDIAN EXPERIENCE : 15 YEARS

QUALIFICATION : UNDER GRADUATION IN SCIENCE

COMPUTER : MS WORD, MS OFFICE, MS OUTLOOK EMAIL

ADDITIONAL QUALIFICATION : DIPLOMA IN INDUSTRIAL SECURITY (SECURITY OFFICER)
(PERIOD 15/4/2007 TO 15/10/2007)

: ENGLISH / HINDI / MARATHI
TYPING SPEED 30 W.P.M TO 60 W.P.M.

PASSPORT DETAILS : PASSPORT NO : N 2021903 /ISSUE DATE 05/08/2015
EXPIRY DATE : 04/08/2025 ; PLACE : THANE

SUMMARY OF GULF EXPERIENCE JOB PROFILE

OIL & GAS PETROCHEMICAL TURNAROUND SHUTDOWN /LONG TERM

PERIOD : 1998 TO 2018

PROJECTS:

WEST KUWAIT GATHERING CENTRE GC-27, GC-28 MANUFACTURING CRUDE

OIL STORAGE TANKS/ KNPC TANK PROJECT / SHUTDOWN

CIVIL CONSTRUCTION MEP..DUBAI MEDIA CITY Phase II, III, KNOWLEDGE VILLAGE

SHUTDOWN:

ADGAS (DAS ISLAND) ABU DHABI / TAKREER RUWAIS ABU DHABI

QATAR PETROLEUM-NGL-1, NGL-2, NGL-3, ARAB D3 DUKHAN,

QATAR PETROCHEMICAL—QAPCO MESAIEED

QATAR GAS—RAS GAS PLANT TRAIN-2, TRAIN-3

ADNOC-ADGAS- DAS ISLAND OFFSHORE : TRAIN 3 & OAG MAJOR SHUTDOWN MARCH 2018

A) SITE ADMINISTRATOR /MANPOWER CO-ORDINATOR :

**INDEPENDANTLY & JOINTLY HANDLED MANPOWER STRENGTH APPROXIMATELY 3500.
OVER ALL SUPERVISION & ADMINISTRATION OF SITE IN COODINATION WITH THE SITE
MANAGER, PROJECT MANAGER, OPERATION MANAGER AND THE CLIENT REPRESENTATIVE.**

**ADMINISTRATION OF TIMEKEEPING MANAGEMENT/ TRANSPORT / LOGISTICS /STORES /
ENVIRONMENT/ WASTE MANAGEMENT / ACCIDENT EMERGENCY / MEDICAL /FOOD
HYGIENE HOUSEKEEPING / DAILY MOBILISATION OF MANPOWER TO SITE AND BACK TO
CAMP.**

**ADMINISTRATION/ COORDINATION WITH THE CLIENT OR MAIN CONTRACTOR, PLANT
OPERATORS, PLANT ENGINEERS FOR SUPPLY OF TECHNICAL MANPOWER AS PER THE
CONTRACT.**

**INDEPENDANTLY INCHARGE FOR ONSHORE-OFFSHORE MEDICAL SCREENING OF
EMPLOYEE AS PER UAE RULES FOR FITNESS TO WORK AT SITE. REPORTING DIRECT TO
ADMINISTRATION MANAGER/ HR MANAGER /IN SOME CASE GENERAL MANAGER ON
VARIOUS SITE IMPORTANT ISSUES**

SUBCONTRACTOR, RENTAL VEHICLES, RENTAL DRIVERS, ALL UNDER SITE ADMINISTRATOR

**DAILY COORDINATION WITH SAFETY DEPT., ENVIRONMENT DEPT., WASTE MANAGEMENT.
DEMOBILISATION OF EMPLOYEE AFTER THE COMPLETION OF SHUTDOWN OR PROJECT
SUBJECT TO CLEARANCE FROM PROJECT MANAGER.**

SUMMARY OF GULF EXPERIENCE JOB PROFILE

OIL & GAS PETROCHEMICAL TURNAROUND SHUTDOWN /LONG TERM

PERIOD : 1998 TO 2018

PROJECTS:

WEST KUWAIT GATHERING CENTRE GC-27, GC-28 MANUFACTURING CRUDE OIL STORAGE TANKS/ KNPC TANK PROJECT / SHUTDOWN

SHUTDOWN:

**ADGAS (DAS ISLAND) / TAKREER RUWAIS ABU DHABI
QATAR PETROLEUM-NGL-1, NGL-2, NGL-3, ARAB D3 DUKHAN,
QATAR PETROCHEMICAL—QAPCO MESAIEED
QATAR GAS—RAS GAS PLANT TRAIN-2, TRAIN-3
ADNOC (DAS ISLAND) TRAIN-3 LNG TA/ OAG MARCH 2018**

B) CAMP BOSS / CAMP ADMINISTRATOR

**INDEPENDANTLY & JOINTLY INCHARGE OF LABOUR/STAFF ACCOMMODATION (CAMP).
CAMP BOSS FOR APPROXIMATELY 2500 EMPLOYEE OF PROJECT OIL & GAS PETROCHEMICAL
TURNAROUND SHUTDOWN / LONGTERM.**

**USE TO LOOK AFTER THE SUPERVISION OF CATERING, ROOM ALLOTMENT, TRANSPORT,
HYGIENE HOUSEKEEPING, ELECTRICAL, MAINTENANCE OF CAMP, MEDICAL, SAFETY
EQUIPMENTS FIRE EXTINGUISHER.**

**DAILY SUPERVISION OF ROOM ALLOTMENT, HOUSEKEEPING, TRANSPORT OF LABOUR/STAFF
AT SITE. FOOD DISTRIBUTION FOR LABOUR/STAFF AT SITE OF WORK.**

**MEDICAL EMERGENCY, POLICE MATTERS DURING EMERGENCY IN CAMP OR ANY DISPUTE
BETWEEN THE WORKMEN.**

**MOBILISATION OF MANPOWER AFTER THE COMPLETION OF SHUTDOWN / PROJECT TILL
AIRPORT.**

**CLIENT INSPECTION--PREPARATION FOR THE INSPECTION OF THE CAMP ACCOMMODATION /
MESS HALL/RECREATION/ TOILETS & BATHROOM / SAFETY EQUIPMENTS FIRE EXTINGUISHER
HYGIENE & HOUSEKEEPING AS PER THE CLIENTS CONTRACT**

GULF EXPERIENCE

1. EMDAD LLC, ABU DHABI

**SHUTDOWN : ADNOC DAS ISLAND SHUTDOWN
OAG TRAIN 2 & LNG MAJOR TRAIN-3
TURNAROUND SHUTDOWN 2018**

**DESIGNATION : ADMINISTRATION/SUPPORT DIVISION
ADMINISTRATOR SUPERVISOR**

GENERAL SERVICES COORDINATOR

PERIOD : MARCH 2018 TO JUNE, 2018

ROLE : (OPTIMA NO. 857609 & CNIA PASS NO.2610/528505708 : DATED 06.06.2018)_____

**INDEPENDENTLY AND JOINTLY HANDLED AS ADMINISTRATIVE SUPERVISOR
FOR MANPOWER STRENGTH OF APPROXIMATELY 2100. OVERALL SUPERVISION AND
ADMINISTRATION OF SITE IN CO-ORDINATION WITH SITE MANAGER , PROJECT
MANAGER , AREA ENGINEERS, HSE, AND THE CLIENT ADNOC REPRESENTATIVES
ON DAILY BASIS.**

**CO-ORDINATION WITH ADNOC OFFICIALS AT SHUTDOWN VILLAGE AND PLANT.
INCLUDING INSTRUMENT DEPT., ELECTRICAL DEPT., MEDICAL DEPT.,
ADMINISTRATION & MANPOWER CONTROLLING AT SITE. COORDINATION WITH
THE HSE-DEPT. OF EMDAD & ADNOC SAFETY OFFICIALS.**

**MAINTAINING DISCIPLINE AT SITE, HOUSEKEEPING SUPERVISION IN
COORDINATION WITH HOUSEKEEPING SUPERVISORS, ADNOC OPERATORS.**

**TRANSPORT & STORES ADMINISTRATION AS PER ADNOC RULES. TRANSPORT
DEPT.CONTROLLING FOR MOBILISATION OF MANPOWER IN THE MORNING AT SITE
& LUNCH TIME, & EVENING MOBILISATION TO ACCOMMODATION (AL-JIMMY &
SHAHIL)**

**AT SHUTDOWN VILLAGE ADMINISTRATION SUPERVISION OF STORES DEPT., INSTRUMENT DEPT.,
ELECTRICAL DEPT., QA/AC DEPT., HSE DEPT.,WELDING DEPT., RIGGING DEPT., MEDICAL CLINIC,
HOUSEKEEPINGDEPT., FABRICATION-WELDING AREA, WASTE DUMPING AREA(ENVIRONMENT
WASTE FROM PLANT) PLANT EQUIPMENT-LOGISTIC DEPT.,TRANSPORT, SUB-CONTRACTOR, NDT
SUB CONTRACTORS. USE COORDINATE WITH THE ABOVE MENTION DEPARTMENT ON VARIOUS
SUBJECT PERTAINING TO PLANT SHUTDOWN ACTIVITIES**

2. QATAR ENGINEERING & CONSTRUCTION COMPANY ABU DHABI LLC
P.O BOX 44010, U.A.E

TWO SHUTDOWN : **TAKREER-RUWAIS** MAJOR SHUTDOWN HYDROCRACKER
HYDROSKIMMER, GREEN DIESEL TURNAROUND 2016

: **ADGAS – TA 2016** TRAIN 02, BOILERS 3 & 4 & OAG TRAIN
01 & COMMONS TURNAROUND, DAS ISLAND

OPTIMA NO. : **857609**

DESIGNATION : **ADMINISTRATION & HR DEPARTMENT**
SENIOR ADMINISTRATION CO-ORDINATOR
(MANPOWER/CAMP/HOSPITAL & MEDICAL)
MANPOWER STRENGTH 5500 #

PERIOD : **25TH DECEMBER, 2015 TO 20TH JULY, 2016**
SHORT TERM PROJECT

MAJOR TURNAROUND TWO SHUTDOWN TAKREER – RUWAIS / ADGAS- DAS ISLAND

NATURE OF WORK DONE :

- A) WORKED IN HR DEPT. UNDER THE HR MANAGER/ ADMINISTRATION MANAGER.
CORE TEAM MEMBER OF THE MANAGEMENT (i.e. GENERAL MANAGER)
- B) TRAINING OF ADGAS & TAKREER MANPOWER OF ALL THE CATEGORY FROM
MANAGER, SUPERVISOR TO WORKMEN. TRAINING FOR MEDICAL FITNESS
FOR ONSHORE & OFFSHORE, BEFORE GOING TO MEDICAL CHECK-UP AS PER
U.A.E. HEALTH DEPARTMENT (PRE-EMPLOYMENT HEALTH SCREENING)
- C) GENERAL ADMINISTRATION / CAMP ADMINISTRATION FOR TAKREER & ADGAS
SHUTDOWN MANPOWER APPROXIMATELY 5500 #
- D) AS A CORE TEAM MEMBER. DAILY REPORTING TO GENERAL MANAGER/HR
MANAGER/ ADMINISTRATION MANAGER

3. QATAR ENGINEERING&CONSTRUCTION COMPANY ABU DHABI LLC
P.O. BOX 44010, ABU DHABI, U.A.E

SHUTDOWN : **ADGAS-TA 2015 –TRAIN 01**
AND BOILERS 01 & 02 AND
COMMONS (TURNAROUND)
DAS ISLAND

DESIGNATION : **ADMINISTRATION DEPT & HR DEPT**
SENIOR ADMINISTRATOR COORDINATOR
(MANPOWER/CAMP/HOSPITAL & MEDICAL)
MANPOWER STRENGTH # 6500#

OPTIMA NO. : **857609**

PERIOD : **04.02.2015 TO 06.04.2015**
SHORT TERM PROJECT.

MAJOR SHUTDOWN ADGAS-ADMA-OPCO-(ABU DHABI MARINE OPERATING COMPANY)

NATURE OF WORK DONE :

QCON

- A) WORKED IN HR-DEPT. UNDER ADMINISTRATION MANAGER .
EXECUTED THE FOLLOWING ASSIGNMENT
CAMP ADMINISTRATION/ ADGAS DAS MEDICAL FOR FITNESS OF MANPOWER TO
WORK IN DAS ISLAND/ VISA MEDICAL / SICK EMPLOYEES COMING FORM ADGAS-DAS ISLAND
HOSPITAL/ SUB CONTRACT MANPOWER / PLANNING MOBILISATION & DEMOBILISATION
- B) DAS ISLAND – ADGAS SHUTDOWN TOTAL MANPOWER 3500 NOS PLUS SUB CONTRACT.
PAKISTANI MANPOWER 60% & INDIAN MANPOWER 40% & MALAYASIAN.
- C) MANPOWER ARRIVAL 50 NOS TO 75 NOS DAILY FROM INDIA & PAKISTAN. EDUCATING
THE MANPOWER ABOUT ADGAS DAS MEDICAL. IF UNFIT THE EMPLOYEE IS DISQUALIFIED,
MEDICAL TEST FOR FITNESS TO WORK IN DAS ISLAND ADGAS PROJECT IS MANDATORY.
- D) SICK EMPLOYEE COMING FROM DAS-ISLAND ADGAS ABU DHABI MARINE OPERATING CLINIC.
REGISTERING THE SICK EMPLOYEE (EFFECTED BY HAZARDOUS GAS) IN ADGAS RECOMMENDED
HOSPITAL (LLH HOSPITAL MUSAFFAH/ABU DHABI). COORDINATION WITH SR.DOCTORS,
MANAGERS,HOSPITAL ADMN.STAFF. PREPARATION OF HOSPITAL DOCUMENTS AS PER THE
ADGAS-ADMA RULES.
- E) ADGAS-ADMA AUTHORISED HOSPITALS
LLH HOSPITAL, MUSAFFAH & ABU DHABI BRANCH. AL RAHA HOSPITAL, ABU DHABI
- F) DEMOBILISATION OF MANPOWER 3500 # AFTER THE COMPLETION OF SHUTDOWN.

**4. BLACKCAT ENGINEERING & CONSTRUCTION CO. (BCEC),
DOHA, QATAR**

SHUTDOWN : **QATAR PETROLEUM**
ARAB D3 SHUTDOWN, DUKHAN
TURNAROUND MAINTENANCE WORKS OF GAS
RECYCLING PLANT (RG) PLANT

DESIGNATION : **SITE ADMINISTRATION.**

PERIOD : **03/02/2012 TO 31/03/2012**

NATURE OF WORK DONE

- A] **CO-ORDINATION OF MANPOWER STRENGTH OF 1000+ NOS WHICH INCLUDE PERMANENT EMPLOYEE, SHUTDOWN EMPLOYEE, SUB-CONTRACTOR EMPLOYEE, BRUNEL,BECON, HOUSEKEEPING & CLEANING EMPLOYEE, LOGISTIC & HIRED TRANSPORTATION**
- B] **QP-SUPPLY OF MANPOWER ON DAILY BASIS FOR MECHANICAL DEPT., INSTRUMENT DEPT ELECTRICAL DEPT., PLANNING DEPT., INSPECTION DEPT., VALVE & CONTROL VALVE SECTION**
- C] **DAILY TO CO-ORDINATE WITH QP-REPRESENTATIVE WITH SUBJECT TO HEALTH/SAFETY/ ENVIRONMENT/HYGIENE. SUPERVISION AT THE FOOD TENT WITH PROPER FOOD DISTRIBUTION AS PER THE QP-GUIDE LINES OF A HYGIENIC FOOD EATING PLACE, WITH PROPER DRINKING AND HAND WASH FACILITIES.**
- D] **CO-ORDINATION WITH THE TRANSPORT & LOGISTIC FOR TRANSPORTATION OF MANPOWER FROM SITE TO DIFFERENT CAMPS.**
- E] **CO-ORDINATION OF COMPLETE HOUSEKEEPING,CLEANING,HYGIENIC AT THE PLANT AND THE LAYDOWN AREA. DAILY BRIEFING OF THE HOUSEKEEPING WITH QP-SAFETY & ENVIRONMENT DEPT. INSIDE THE PLANT & AT THE LAYDOWN AREA.**
- F] **CO-ORDINATION WITH THE QP-CLINIC AT SITE & QP HOSPITAL**
- G] **CO-ORDINATION WITH THE QP-ENVIRONMENT DEPT.ENGINEER ON THE SUBJECT WASTE MANAGEMENT**

5 AL MUFTAH CONTRACTING CO W.L.L., DOHA, QATAR

SHUTDOWN : **QATAR PETROLEUM
NGL-1 & NGL-2 (2 SHUTDOWNS) MESAIEED.**

DESIGNATION : **SITE ADMINISTRATOR**

PERIOD : **NGL-1 (26/10/2008 TO 29/12/2008)
NGL-2 (04/03/2009 TO 26/04/2009)**

NATURE OF WORK DONE:

- A] ADMINISTRATION FOR 1000+ MANPOWER (INCLUDING PERMANENT EMPLOYEES, SHUTDOWN EMPLOYEES, SUB-CONTRACTOR EMPLOYEES)

- B] QP SUPPLY OF MANPOWER UP TO 130 NUMBERS FOR MECH.DEPT, INSTRUMENT, ELECTRICAL, PLANNING, OEB, INSPECTION. AND TO CO-ORDINATE WITH TIMEKEEPER FOR MAKING OF TIMESHEET AND INVOICES

- C] CO-ORDINATION OF COMPLETE HOUSEKEEPING, CLEANING, HYGIENIC AT THE PLANT AND LAYDOWN AREA. DAILY BRIEFING OF THE HOUSEKEEPING WITH QP-SAFETY & ENVIRONMENT DEPT. INSIDE THE PLANT & AT THE LAYDOWN AREA.

- D] CO-ORDINATION WITH QATAR PETROLEUM HOSPITAL & CLINIC STAFF/ DOCTORS IN ACCIDENT CASE OF EMPLOYEE OR EFFECTED BY HAZARDOUS GASES.

- E] AT SHUTDOWN SITE LOGISTIC & TRANSPORT CONTROLLED BY SITE ADMINISTRATION.

- F] AT SHUTDOWN SITE FOOD MANAGEMENT (TEA/SNACKS , LUNCH) FOR THE EMPLOYEE WAS HANDLED BY SITE ADMINISTRATION

6. AL MUFTAH CONTRACTING CO W.L.L., DOHA, QATAR

SHUTDOWN : QATAR PETROLEUM (GS-2007)
QATAR PETROCHEMICAL CO.(QAPCO),MESAIEED.

DESIGNATION : **CAMP BOSS / SITE ADMINISTRATOR**

PERIOD : 17/1/2007 TO 14/3/2007

NATURE OF WORK DONE :

- A] CAMP ADMINISTRATION OF 1000 +NOS. SHUTDOWN MANPOWER OF QAPCO (i.e.QATAR PETROCHEMICAL CO.)
PREPARATION FOR THE INSPECTION OF THE CAMP ACCOMMODATION/ MESS HALL/ TOILETS & BATHROOM/ SAFETY EQUIPMENTS (FIRE EXTINGUISHER) BY QAPCO OFFICIALS.
- B] **DAILY CO-ORDINATION WITH THE CATERING COMPANY FOR FOOD i.e. BREAKFAST, LUNCH, DINNER, & SNACKS FOR THE SHUTDOWN 1000+MANPOWER DAY SHIFT/NIGHT SHIFT.**
- C] DAILY SUPERVISION OF ALLOTMENT OF ACCOMMODATION, HOUSEKEEPING,HYGIENIC, TRANSPORTATION OF LABOUR & STAFF AT SITE.
- D] **INDEPENDENTLY HANDLED THE MEDICAL EMERGENCY, POLICE MATTERS, DURING EMERGENCY IN CAMP OR ANY DISPUTE BETWEEN THE WORKMEN..**
- E] DE-MOBILIZATION OF MANPOWER AFTER THE COMPLETION OF THE SHUTDOWN.
- F] AT SITE CO-ORDINATION WITH QAPCO OFFICIAL FOR MAKING OF GATE PASS, H2s B.A. PASS. DAILY TO CO-ORDINATE WITH QAPCO OFFICIALS FOR MANPOWER SUPPLY.
- G] AT SITE COMPLETE SUPERVISION DURING FOOD DISTRIBUTION

7. AL MUFTAH CONTRACTING CO. W.L.L., DOHA , QATAR

SHUTDOWN : QATAR PETROLEUM
ARAB 'D' & KHUFF PLANTS, DUKHAN
GTC05/101/MCD

DESIGNATION : CAMP BOSS/ SITE ADMINISTRATOR

PERIOD : 7/3/2005 TO 18/5/2005

NATURE OF WORK DONE

Q-CON – DUKHAN CAMP

- A] ADMINISTRATION FOR 1500+ NOS SHUTDOWN MANPOWER BOTH FOR ARAB'D' GAS PLANT AND KHUFF PLANTS (i.e OIL WELLS) IN CO-ORDINATION WITH Q-CON CAMP ADMINISTRATOR/CAMP BOSS
- B] DAILY CO-ORDINATION WITH THE Q-CON CAMP BOSS & THE KITCHEN STAFF FOR FOOD DISTRIBUTION AT SITE DAY SHIFT & NIGHT SHIFT.
- C] INDEPENDENTLY HANDLED THE MEDICAL EMERGENCY, POLICE MATTERS DURING EMERGENCY IN THE CAMP OR ANY DISPUTE BETWEEN THE WORKMEN.
- D] HOUSEKEEPING, MAINTENANCE, HYGIENIC TO BE SUPERVISED AS PER QATAR PETROLEUM--RULES.
- E] DEMOBILISATION OF MANPOWER AFTER COMPLETION OF ARAB 'D' PLANT & KHUFF PLANT SHUTDOWN 2005

8. AL-MUFTAH CONTRACTING CO.W.L.L., DOHA, QATAR

SHUTDOWN : **QATAR PETROLEUM
SHUTDOWN NGL-1 PLANT, MESAIEED 2004
GTC 04/192/MCM**

DESIGNATION : **SITE ADMINISTRATOR /QP-SUPPLY MANPOWER
CO-ORDINATOR**

PERIOD : **26/11/2004 TO 24/01/2005**

NATURE OF WORK DONE :

ADMINISTRATION FOR 1500+MANPOWER (INCLUDING PERMANENT EMPLOYEE, SHUTDOWN EMPLOYEE, SUB-CONTRACTOR EMPLOYEE)

QP-SUPPLY OF MANPOWER ON DAILY BASIS FOR MECHANICAL DEPT., INSTRUMENT DEPT.ELECTRICAL DEPT., PLANNING DEPT., INSPECTION DEPT., VALVE SECTION, CONTROL VALVE SECTION.

DAILY TO CO-ORDINATE WITH QP-REPRESENTATIVE FOR MANPOWER SUPPLY AND TO ENSURE THE TECHNICAL STANDARDS REQUIRED BY QP-SUPPLY

PREPARATION OF DAILY TIMESHEET & INVOICES FOR QP-SUPPLY.

DAILY TO CO-ORDINATE WITH QP-PLANNING DEPT. WITH RESPECT TO THE MANPOWER STRENGTH AT SITE.

GROUP 4 SECURITY AT NGL-1 GATE # 4 WAS SUPPLIED BY CONTRACTOR. SITE ADMN. WAS TO CO-ORDINATE WITH THE QP-SECURITY ON DAILY BASIS. PROBLEMS OF ANY KIND SUCH AS VEHICLE GATE PASS EXPIRY, DRIVERS NOT FOLLOWING THE INSTRUCTION OF THE SECURITY AT GATE , H2S B.A.PASS MISSING, CHECKING OF B.A.PASS AT THE END OF THE DAY ON THE BOARD.

HOUSEKEEPING & FOOD DISTRIBUTION FOR WORKERS & STAFF ETC...

DEMOBILISATION OF MANPOWER AFTER COMPLETION OF THE SHUTDOWN FROM THE SITE.

9. MIDEAST CONTRACTORS W.L.L. (MECON), DOHA, QATAR

SHUTDOWN : QATAR GAS PLANT TRAIN-2, RAS LAFFAN
DESIGNATION : ADMINISTRATION OFFICER
PERIOD : 7/09/2003 TO 7/10/2003

MAJOR SHUT-DOWN – QATAR GAS PLANT TRAIN-2 SEPTEMBER 2003 RAS LAFFAN

10. MIDEAST CONTRACTORS W.L.L. (MECON), DOHA, QATAR

SHUTDOWN : QATAR GAS PLANT TRAIN-3, RAS LAFFAN
DESIGNATION : ADMINISTRATION OFFICER
PERIOD : 17/04/2004 TO 17.07.2004

MAJOR SHUT-DOWN –QATAR GAS PLANT TRAIN-3 APRIL 2004, RAS LAFFAN

NATURE OF WORK DONE:

INDEPENDENTLY HANDLED MANPOWER 500+ NOS APPROXIMATELY FOR TRAIN-2 & TRAIN-3 SHUTDOWN.

CO-ORDINATION WITH QATAR GAS FOR SUPPLY OF QUALIFIED MANPOWER SUPPLY

PREPARATION OF MANPOWER SUPPLY TIMESHEET & INVOICES AS PER PROCEDURES.

USED TO LOOK AFTER THE TRANSPORTATION & LOGISTIC AT SITE & TO CO-ORDINATE WITH THE QP OFFICIALS

11. AL-BASTI & MUKTHA L.L.C (ABM GROUP) DUBAI U.A.E.

PROJECT : DUBAI MEDIA CITY, PHASE-II, PHASE-III,
KNOWLEDGE VILLAGE

DESIGNATION : SITE ADMINISTRATOR/ SUPERVISOR

PERIOD : FROM 27.03.2002 TO 24.11.2002
SHORT TERM CONTRACT

AL-BASTI & MUKTHA L.L.C. (ABM GROUP) / BILT MIDDLE EAST, DUBAI U.A.E. IS A CIVIL AND MECHANICAL M.E.P. CONSTRUCTION COMPANY.

NATURE OF WORK DONE:

MANPOWER CO-ORDINATOR FOR 1200+ NOS WORKFORCE INCLUDING SUB-CONTRACTORS BOTH OF CIVIL AND MECHANICAL.

CO-ORDINATION FOR THE TRANSPORT & LOGISTICS, SAFETY,HOUSEKEEPING, SITE STORES,AND TIMEKEEPING DEPARTMENT

CO-ORDINATION WITH MAIN CONTRACTOR & CLIENT FOR SUPPLY OF MAN POWER & OTHER LOGISTIC REQUIREMENTS AT SITE ON DAILY BASIS AS PER THE CONTRACT

HOUSEKEEPING & CLEANING DEPT./TIMEKEEPING MANAGEMENT/ STORE MANAGEMENT/LOGISTIC & TRANSPORT WERE UNDER THE SITE ADMINISTRATOR

12. TRAGS, DOHA, QATAR

SHUTDOWN : QATAR PETROLEUM (QGPC)
NGL-1 & NGL-3 PLANTS, MESAIEED

DESIGNATION : SITE ADMINISTRATOR/
MANPOWER CO-ORDINATOR

PERIOD : FROM 31ST AUGUST, 2000 TO 24TH OCT,2000

SHUTDOWN-QATAR GAS PLANT (QGPC) MAJOR SHUTDOWN MAINTENANCE WORK OF HEAT EXCHANGER, COLUMNS, VESSELS, COMPRESSOR, FURANCE & FLARES IN NGL-1 & NGL-3 GAS PLANTS, MESAIEED.

NATURE OF WORK DONE:

- A] INDEPENDENTLY HANDLED 1900+ MANPOWER STRENGTH OF NGL-1 & NGL-3.
- B] QP-MANPOWER SUPPLY FOR INSTRUMENT, ELECTRICAL, MECHANICAL, INSPECTION OPERATION. CO-ORDINATION WITH QP-SHUTDOWN OFFICIALS REGARDING TECHNICAL MANPOWER SUPPLY AND SITE ADMINISTRATION. HOUSEKEEPING & CLEANING.
- C] CO-ORDINATION WITH 'QGPC' PLANT OPERATORS FOR VARIOUS ACTIVITIES & FOR SUPPLY OF QUALIFIED TECHNICAL MAN POWER
- D] PREPARATION OF MANPOWER SUPPLY TIME-SHEETS & INVOICES BY THE TIMEKEEPING DEPT. AS PER THE QP-PROCEDURES
- E] USED TO LOOK AFTER CAMP ADMINISTRATION/OVERALL SUPERVISION OF TRANSPORTATION/ FOOD / MEDICAL & MOBILISATION OF MANPOWER DURING THE END OF SHUTDOWN.

13. KUWAIT SHIPBUILDING & REPAIRYARD CO (SAK), KUWAIT

PROJECT : CONSTRUCTION OF CRUDE OIL STORAGE TANKS/
AT GC-27 & GC-28, GC-7 AT KUWAIT OIL COMPANY.
POWER PLANTS/CROSS COUNTRY PIPELINES &
SHUTDOWN PETROLEUM REFINERY (KNPC)
ABAN CONSTRUCTION/ CHINA PETROLEUM CONSTRUCTION

DESIGNATION : ADMINISTRATOR SITE/ CAMP/STORE/LOGISTIC/TRANSPORT

PERIOD : 2 YEARS (FROM 04.04.1998 TO 03.04.2000)

‘KUWAIT SHIPBUILDING & REPAIRYARD CO (SAK)’ Had Overseas Manpower strength of approximately 3000 Nos. Both Marines & Industrial Contract Department (construction of Crude Oil Storage Tanks/Power Plant/Cross Country Pipelines & Petroleum Refinery Maintenance Shutdown]

NATURE OF WORK DONE:

- A] SUPERVISION OF ALLOTMENT OF ACCOMMADATION FOR STAFF & WORKERS ,
HOUSEKEEPING, CLEANING, HYGIENIC, MAINTENANCE OF CAMP BUILDING
(i.e. Electrical, Plumbing & Aircondition section] TRANSPORTATION OF LABOUR
TO VARIOUS SITES
- B] SUPERVISION OF SAFETY APPARATUS INSTALLED IN THE CAMP.
- C] MOBILISATION OF MANPOWER AFTER COMPLETION OF THE CONTRACT TILL
AIRPORT & TRANSFER TO OTHER CAMP
- D] MEDICAL EMERGENCY/ POLICE VERIFICATION/ CAMP INSPECTION BY MUNICIPAL
AUTHORITIES (KUWAIT MUNICIPAL)
- E] MANPOWER DISTRIBUTION AT SITE IN CO-ORDINATION WITH THE CLIENT. TIMEKEEPING MANAGEMENT
WITH TIMEKEEPER, STORE MANAGEMENT WITH STOREKEEPER, LOGISTIC & TRANSPORT OF SITE GC-27 AND
GC-8 (CRUDE OIL GATHERING CENTRE), SUPPORT SERVICES, HOUSEKEEPING & HYGIENE MANAGEMENT.

INDIAN EXPERIENCE

1. NAME OF COMPANY : **GHUGE PEST CONTROL UDYOG.**
PLACE : **NASHIK (INDIA)**
DESIGNATION : **HYGIENE SUPERVISOR/
CLEANING SUPERVISOR**
PERIOD : **1 YEAR & 7 MONTHS**
(FROM JUNE 2005 TO DEC.2006)

NATURE OF WORK DONE:

SUPERVISION OF HOUSEKEEPING/HYGIENE IN THE 4-5 STAR HOTELS, RESORTS, HOSTELS, AUDITORIUMS, INDUSTRIAL SECTOR, GOVERNMENT ORGANISATION. ENSURE THE PEST TECHNICIANS APPLY ALL THE NECESSARY CHEMICAL DISINFECTIONS FUMIGATION.

2. NAME OF COMPANY : **D.M. PEST CONTROL SERVICES**
(AN ISO 9001-2000 COMPANY)
PLACE : **NASHIK (INDIA)**
DESIGNATION : **CLEANING/HYGIENE SUPERVISOR**
PERIOD : **6 MONTHS**
(FROM 1ST APRIL,2007 TO 31ST DEC.2007)

NATURE OF WORK DONE :

SUPERVISION OF HOUSEKEEPING/HYGIENE IN THE MILITARY HOSPITALS/ SCHOOL OF ARTILLERY, OFFICERS MESS, ARMY OFFICERS BACHELORS ACCOMMODATION, ARMY SCHOOLS, IN CO-ORDINATION WITH THE MILITARY OFFICIALS.

3. NAME OF COMPANY : **BAJPAI BROTHERS**
PLACE : **NASHIK (INDIA)**
DESIGNATION : **CLEANING SUPERVISOR/HYGIENE**
PERIOD : **9 MONTHS**
(FROM 01.01.2008 TO 30.09.2008)

NATURE OF WORK DONE:

EXECUTED ALL THE SUPERVISION CONCERNING TO HOUSEKEEPING/CLEANING/HYGIENE WORKS IN THE GOVT.& PRIVATE SECTOR. IN THE ARMY

4. NAME OF COMPANY : **BLACK KNIGHT SECURITY SERVICES PVT LTD.**
PLACE : **NASHIK (DEOLALI) INDIA**
DESIGNATION : **SECURITY OFFICER**
PERIOD : **1 YEAR 8 MONTHS**
(FROM 1ST MAY, 2009 TO 30TH DEC 2010)

NATURE OF WORK DONE:

THE COMPANY HAD TAKEN CONTRACT OF ARMY (i.e. SCHOOL OF ARTILLERY, DEOLALI) FOR THE SUPPLY OF SECURITY GUARDS & SUPERVISORS FOR THEIR ALL MILITARY ESTABLISHMENT, SUCH AS MILITARY HOSPITALS, OFFICERS FOOD MESS/ACCOMMODATION, ARMY SCHOOLS ETC..
AS A SECURITY OFFICER –100 NOS. SECURITY GUARDS & 20 SECURITY SUPERVISORS WERE

DIRECTLY UNDER MY ADMINISTRATION FOR THE ABOVE MILITARY CONTRACT.

5. NAME OF COMPANY : SIVANANDA ELECTRONICS, NASHIK
MFG.PRODUCT : POWER SECTOR INSTRUMENTS,
CABLE TEST SYSTEMS, METAL & BOMB DETECTORS
DESIGNATION : PERSONAL & EXCISE ADMN.OFFICER
PERIOD : 2 YEARS

6. NAME OF COMPANY : MAHARASHTRA FOUNDRY, NASHIK
MFG.PRODUCT : CAST IRON CASTINGS
DESIGNATION : PERSONAL & EXCISE ADMN.OFFICER
PERIOD : 3 YEARS

7. NAME OF COMPANY : KOYNA ENGINEERS, NASHIK
MFG.PRODUCT : TRANSFORMER
DESIGNATION : DESPATCH CLERK-CUM-TYPIST
PERIOD : 6 MONTHS

8. NAME OF COMPANY : HARAK PATIL CONSTRUCTIONS (NASHIK)
DESIGNATION : SITE ADMINISTRATION CO-ORDINATOR
PERIOD : 2 YEARS

NATURE OF WORK DONE (IN THE ABOVE SR.NO.5, 6, 7 INDIAN EXPERIENC)

*Timekeeping / Monthly Salary Statement/Maintenance of Factory & Supervision of Housekeeping.
Factory Law/ Excise & Customs Matters, Legal Matters, Show Cause Notices of Excise/
Documentation of Export & Import Billing, Shipping Papers in Co-ordination with the Excise &
Customs Inspectors. Preparation of Excise Invoice / Sales Invoices of Goods for Despatch.
Salary Statement of more than 200 workers on Computer or Manually. Logistic & Transport/
Dispatch of finished product (electronic instruments,power sector instruments, Metal detectors)*

TOTAL EXPERIENCE IN GULF & INDIA-----15 YEARS.

I HOPE SIR,MY ABOVE EXPERIENCE, QUALIFICATION ARE IN LINE WITH YOUR REQUIREMENTS. IF GIVEN A CHANCE I SHALL PROVE MY BEST.

THANKING YOU

R.F.NORONHA